

**THURSLEY PARISH COUNCIL**  
**Minutes of Meeting**

**Tuesday 7<sup>th</sup> June 2022 at 7.00 pm**  
**At Thursley Village Hall**

**Attendees:** Cllr J. Mendelssohn (Chair)      Cllr de Vries      Cllr J. Luff  
Cllr J. Swift      Mrs E. Felton (Clerk)

**Also attending were:** Cllr D. Harmer (SCC to 7.45 pm )      Mr Mark Ashwell (to 7.35 pm)

**1.0 WELCOME AND APOLOGIES**

Apologies had been received from Cllr Flavell, Cllr Owen and Cllr Sellars due to personal and business commitments. These apologies were accepted by members.

**2.0 DECLARATIONS OF INTEREST**

No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

**3.0 RESOLUTION TO CONFIRM ELIGIBILITY FOR GENERAL POWER OF COMPETENCE**

Councillors resolved that the Parish Council continues to meet the criteria for eligibility to use the General Power of Competence.

**4.0 APPROVAL OF PREVIOUS MINUTES**

The minutes of the Parish Council meeting held on 3<sup>rd</sup> May 2022 were approved by the Council to be signed by the Chairman.

**5.0 ACTIONS FROM PREVIOUS MINUTES**

- (5.1) It was confirmed that the updated areas of responsibility list had been circulated.
- (5.2) **Cllr de Vries agreed to provide the Clerk with her Pecuniary Interest form.**
- (5.3) It was noted that an unsatisfactory response had been received from Surrey Highways regarding the overgrown trees on Park Lane but no further action would be taken at this time.
- (5.4) Cllr Mendelssohn advised that Mr Jeremy Hunt MP had sent a copy of his letter regarding planning comments to Michael Gove MP.
- (5.5) The Clerk confirmed that Elstead Parish Council were arranging to remove the school sign.

- (5.6) It was confirmed that a letter had been sent regarding the Keep Britain Tidy campaign.
- (5.7) **It was agreed to carry over the action for Cllr Sellars to report back on the purchase of a projector.**
- (5.8) It was confirmed that a letter had been sent to the Surrey Hills AONB officer.
- (5.9) It was noted that Cllr Owen had purchased some litter picking equipment and activities had taken place.
- (5.10) **The Clerk agreed to drop off the SCC plaque for fixing to the new seating on the recreation ground to Mr Richard Knight.**
- (5.11) It was noted that Cllr Owen had reviewed the website and recommended that arrangements remain in place.
- (5.12) **Cllr de Vries agreed to provide a welcome pack to Mr Kostenko for the Ukrainian parishioners.**
- (5.13) It was noted that the funds from the film company had been received.
- (5.14) Cllr Mendelssohn thanked Cllr de Vries for her hard work in making the Jubilee celebration weekend such a huge success. He highlighted the community spirit that existed.
- (5.15) **Cllr Swift advised that he had not yet heard back from the Surrey Highways representative to arrange a meeting to discuss the flooding issues on French Lane.**

## 6.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

- (6.1) Cllr Harmer advised that SCC is returning to normal working arrangements.
- (6.2) **Cllr Harmer advised that the action for him to investigate ownership of land remains outstanding until he is able to speak to the appropriate member of staff.**
- (6.3) Cllr Harmer advised that he understood that the non-receipt/delayed grants associated with Ukrainian residents is the responsibility of the Borough Council. **He agreed to follow up this action. Cllr Mendelssohn agreed to mention it to Cllr Jenny Else and Cllr David Else.**
- (6.4) Discussion took place regarding the SCC proposed diversion to Footpath 91 (Thursley). Cllr Mendelssohn provided an overview of the proposal following a site visit. It was noted that there were probably several parishioners with footpaths on/across their properties. It was agreed that any such proposals would be considered on their individual circumstances.

It was noted that the Council (SCC) can make a diversion order if it is satisfied that the new path would be substantially as convenient as the old one. Following discussion it was agreed that the proposed new route of the footpath would be substantially as convenient. **The Clerk was asked to inform SCC that although the Parish Council has no objection to the**

**proposal , the agreement is conditional on them explaining how the cost of the works for such diversions is attributed.**

(6.5) It was noted that the date of the next Western Villages meeting is currently being agreed but it is likely to take place in July.

(6.6) Cllr Harmer advised that SCC Highways are currently considering the best approach to allow organisations to do work adjacent to the highways that they are not currently able to do. He agreed to provide an update as the discussions proceed.

(6.7) It was confirmed that the Parish Council had responded to the recent consultation on green lanes.

#### **PUBLIC QUESTION TIME**

No members of the public were present other than Mr Ashwell who was attending to support discussions regarding the planning agenda item. No public questions had been received by Councillors for asking at the meeting.

#### **7.0 PLANNING ISSUES AND COMMUNICATIONS**

(7.1) WA/2022/001343 – Bedford Farmhouse, Bedford Lane, GU8 6NN  
Change of use of land to equestrian paddock and erection of a stable block.

Following discussion and review of the documents it was agreed that the Parish Council had NO COMMENT regarding the application. **The Clerk was asked to register a request that if WBC are minded to grant permission, they consider attaching a condition so that the stables can not be converted to separate accommodation at a later stage and they are not to be used for commercial purposes.**

*Mr Ashwell left the meeting at 7.35 pm.*

(7.2) **The Clerk was asked to obtain confirmation from WBC Planning that when they refer to the 2009 Village Design Statement in their documentation, they are referencing the updated 2018 version and not the original copy.**

(7.3) The Clerk confirmed that there is on-going discussion with the owner of Forge Cottage regarding change of use. **The Clerk was asked to remind WBC about the designation of common land close to the property. It was suggested that Cllr Else may be able to investigate the current status of the case.**

(7.4) Cllr Mendelsohn advised that following previous and more recent communications with Mr Matt Larkin (Natural England) regarding the land at the back of the Mathwall site, he had yet to receive any response. He provided an overview of the options for the site which the Parish Council had discussed previously. It was agreed that it was frustrating that the discussions had not progressed due to a lack of response on the matter from Natural England.

It was suggested that details be passed to Mr Jeremy Hunt MP so that he can follow-up with the relevant Government department.

It was noted that a presentation on affordable housing is likely to take place at the October Parish Council meeting. Discussion took place about the level of control that can be retained on affordable housing.

(7.5) Cllr Mendelssohn confirmed that planning permission had been granted for reinstatement of the boardwalks on the common. It was noted that an initial supply of a limited number of materials is to be delivered to the storage facility in Bowlhead Green shortly so that volunteers can start work during the summer months in advance of the main contractor starting in September. It was noted that work is expected to be finished by the end of the year. Cllr Mendelssohn advised that announcements had/would be included on the Elstead and Thursley village Facebook pages and the parish magazines.

*Cllr Harmer left at 7.45 pm.*

(7.6) It was noted that although there are on-going discussions between Natural England and the Environment Agency following an objection to the works that are planned to take place at Hammer Pond, the project is likely to progress.

(7.7) It was confirmed that representatives from the Western Villages are due to meet with Mr Zac Ellwood the following week.

## **8.0 FINANCE**

(8.1) The list of payments for May/June were authorised and approved for payment as follows:

Voucher Reference	Payee		Amount
0016	Bentley Brown	Jubilee celebrations	1248.60
0017	B H Phillips	Jubilee celebrations	£150.00
0018	Maxwell & co	Internal audit	£570.00
0019	Thursley Cricket Club	Parking	£1,000.00
0020	Richard Owen	Litter picking supplies	£109.40
0021	E. Felton	Salary & Expenses	£310.33
0022	HMRC	June payment	£194.40
0023	Zurich Insurance	Annual premium	£978.34
0024	M. de Vries	Jubilee celebrations	£51.65
0025	J. Mendelssohn	Expenses	£85.96
0026	D. Young	Jubilee celebrations	£30.00
0027	L. Rickenberg	Jubilee celebrations	£425.47
0028	D. Rowntree	Jubilee celebrations	£1,335.62
0029	S. Langdale	Jubilee celebrations	£220.72
0030	M. Pearce	Jubilee celebrations	£650.00
0031	R. Tillier	Jubilee celebrations	£400.00
0032	S. Forde	Jubilee celebrations	£100.00
	<b>TOTAL</b>		<b>£7,860.49</b>

(8.2) The Clerk reported that the internal audit of accounts for 2021-22 had been completed. It was noted that a copy of the full report had been provided to Councillors in advance of the meeting.

The summary recommendations included in the audit report were noted and actions agreed as follows:

Internal Audit Actions Points Summary 2021-22		
Point raised:	Recommendation	Action
Include statement regarding authorisers of online payments to initial the vouchers	Amend Financial Regulations	Amend 6.10 to include: <i>Internet bank transfer/online payments on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council, and countersigned by the Clerk, in accordance with a resolution instructing that payment</i>
Annual requirement to confirm general power of competence	Renew annually	Include as annual agenda item
Meetings documents remain on website	Leave agendas on website	Website to include previous agendas
Code of Conduct on website not dated	Date Code of Conduct	Dated Code of Conduct uploaded to website (May 2022)
Reserves exceed two times the precept by £5,411.		Explanation provided - point to note
Fixed assets value £20 too low	Amend to include increased amount	Already amended May 2022
Public Rights notice and inspection dated same day	Must be dated at least one day apart/record in minutes	Ensure documents dated at least one day apart and record Public Rights date in minutes

(8.3) The Statement of Internal Control document was approved and adopted by Councillors.

(8.4) The Review Effectiveness of Internal Audit document was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk.

(8.5) It was agreed that the internal auditors be re-appointed for the 2022-23 reporting period.

(8.6) The Annual Governance Statement 2021-22 was considered by members. It was resolved that the Annual Governance Statement 2021-22 be approved.

(8.7) The Accounting Statement 2021-22 was considered by members. It was resolved that the Accounting Statement 2021-22 be approved.

(8.8) The Certificate of Exemption Certificate 2021-22 was approved by members. It was resolved that the Certificate of Exemption Certificate 2021-22 be approved.

**(8.9) The Clerk advised that she would make the necessary arrangements for the AGAR and supporting documents to be made available for display on the notice boards and website and be sent to the external auditors.**

(8.10) It was noted that the Public Rights Notice had been issued with an inspection date of 10<sup>th</sup> June 2022 to 22<sup>nd</sup> July 2022.

(8.11) Discussion took place regarding the costs associated with the Jubilee celebrations and the reimbursement to individuals. **Following discussion it was agreed that after the Clerk had received the outstanding information (refunds etc.), she would prepare a financial summary detailing expenditure of the funds ring-fenced for the Jubilee.**

(8.12) It was confirmed that the beacon which had been purchased would be added to the Fixed Assets listing and insurance.

(8.13) The Clerk confirmed that the VAT return had been submitted.

(8.14) In response to a question, discussion took place regarding the ability of the Parish Council to apply for a loan to invest in community projects.

## **9.0 ADOPTION OF AMENDED FINANCIAL REGULATIONS**

Councillors adopted the amended paragraph (6.10) of the Financial Regulations as recommended by the internal auditors.

## **10.0 HIGHWAYS/VAS**

**(10.1) Cllr Swift agreed to include Cllr Sellars in future communications relating to highways.**

(10.2) It was suggested that the work of Surrey Highways may be clarified at the Western Villages meeting which is being arranged.

(10.3) **Cllr Mendelssohn agreed to contact Cllr Harmer to progress discussions regarding tunnel closures.**

(10.4) In response to a question, the Clerk advised that Cllr Sellars had not been successful in making contact with Manbat regarding the batteries for the VAS unit but he was continuing to attempt to do so.

(10.5) It was noted that no further progress had been made on installation of the solar panels to the VAS unit. **It was agreed that Councillor Sellars should be asked to make contact with Peter Hunter to move this forward.**

## **11.0 PUBLIC FOOTPATH 91 – PROPOSED DIVERSION**

See (6.4) above.

## **12.0 CLIMATE & SUSTAINABILITY UPDATE**

(12.1) Cllr Swift advised that he had prepared an online Vision 2030 survey which he intended to launch later in the week. Discussion took place regarding the timing of the survey and distribution process. It was agreed that an article would be included in the next issue of the parish magazine, on Facebook and the Parish Council website.

(12.2) Cllr Swift advised that the Parish Council climate and sustainability group were planning another meeting on 9<sup>th</sup> September 2020 in Chiddingfold at which a '20's plenty for Surrey' presentation would take place.

(12.3) **Following discussion it was agreed that Cllr Swift would prepare a draft motion for consideration at the next Parish Council meeting regarding extension of the 20mph speed limit to Bowlhead Green.**

(12.4) Cllr Swift advised that there may be a possibility of obtaining additional trees for planting under the Surrey Treescapes scheme. He suggested that if they could be used for hedgerows, it may be possible to identify suitable locations.

## **13.0 NEW PARISHIONERS**

(13.1) Cllr Luff made reference to the installation of fifteen new houses at Warren Park and recent improvements to the site.

Discussion took place regarding the signage which had been erected to market the new dwellings but which could be a distraction to road users. **The Clerk was asked to contact Highways England to ask that they consider whether the signage is appropriate or should be removed.**

**Cllr Mendelssohn agreed to provide Cllr Luff with the welcome pack for new Warren Park residents and the new owner of Warren Mere.**

(13.2) Cllr de Vries advised that she was in the process of updating the welcome pack.

**14.0 CORRESPONDENCE**

It was noted that all correspondence had been shared with members at the time of receipt.

**15.0 MATTERS FOR CONSIDERATION AT NEXT MEETING**

- Items carried forward from above
- Budget Review 2022-23

The meeting closed at 8.30 pm.

The date of the next meeting is **Monday 11<sup>th</sup> July 2022** at 7.00 pm.

Signed .....

**11<sup>th</sup> July 2022**